

## Application Procedures

1. Fill out the *Grant Application Form* and all required documents.
2. Print the completed *Grant Application Form* and all required documents (7 copies).
3. Print the *Checklist and Certification* form (part of these *Instructions*) (1 copy).
4. Complete and sign the *Checklist and Certification* form (1 copy).
5. Assemble the *Grant Application Form*, required documents, and additional supporting documents, and mail seven (7) copies of the complete application form and supporting documents postmarked by November 3, 2017 to:

Mailing Address:  
Wisconsin Coastal Management Program  
P.O. Box 8944  
Madison WI 53708-8944

For overnight express:  
Wisconsin Coastal Management Program  
101 East Wilson Street, 9<sup>th</sup> floor  
Madison WI 53703-3405

NOTE: Do **not** use ring binders or report covers for your application package.

6. Submit an electronic version (Microsoft® Word format) of the Grant Application form by email to [coastal@wisconsin.gov](mailto:coastal@wisconsin.gov) or by mailing a CD (no diskettes) to WCMP postmarked by November 3, 2017. Submission of an electronic version of the Grant Application by email does not replace the requirement to mail the Grant Application paper form and attachments by November 3, 2017. Note: Incomplete applications may be rejected at the discretion of the WCMP.

## Important Application Information

**Request for Proposals:** Please read the *Request for Proposals* for project selection and eligibility guidance.

**Grant Application Form:** This is a Word format document and must be submitted as a Word document. Please provide all of the requested information in the boxes provided.

### Summary Information Form (page one)

Enter information about the applicant and project. Provide your organization's DUNS number. If a DUNS number has not yet been applied for, please contact Dun and Bradstreet (<https://www.dandb.com/free-duns-number/>). For location, indicate a primary county where the project will be located. Use the "Other Counties" box to enter additional counties for regional projects. Enter the Congressional and Legislative District numbers for the primary project location.

### Note that scoring will give greatest weight to *Impact on Coastal Resources* (Section 3).

Projects that can demonstrate a high degree of impact on Great Lakes coastal resources as described in the *Application Form* will be given a higher priority. Please answer each of the questions in each section.

### Methodology and Timetable (Section 4)

Describe specific tasks and work products/deliverables, including a timetable for accomplishing milestones. If your project is awarded funding, you will be required to report on the progress towards accomplishing tasks and delivering work products. If part of the project will be completed by a 3<sup>rd</sup> party contractor (Contractual budget line) you must identify the contractor if known at time of application or notify WCMP when the contractor is secured.

### Project Budget (Section 5)

Provide details of the project budget using the specific categories provided in the first table. The first table **must** be completed. Additional details may be provided in the second table (or an attached table).

### Budget Description (Section 6)

Describe the source of sufficient *nonfederal* matching funds. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match. Projects with a total budget larger than \$60,000 require a 60% match. Federal funds may not be used as match for WCMP Grants. All matching funds or in-kind expenses must be spent during the grant period (no prior match is allowed).

In-kind match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or staff time donated by a third party. Partnerships that include meaningful private contributions as part of the match are encouraged. Gifts and donations of property are acceptable, but only if they are made during the grant period. Financial donations collected before the grant period may be included in the match calculation only if the money is expended after the grant period begins.

Volunteer time used as an in-kind match must be charged at the rate paid for the type of work being done. For example, the time an attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers to do legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney.

Describe how the grants dollars will be leveraged (funds in addition to the grant request and the required match). Include efforts made to find leveraged funds. Include the amount of leveraged fund if they have been identified.

For opportunities to leverage funds and find other grant sources, the Grants Information Collection (GIC), located in Memorial Library at the University of Wisconsin-Madison, is a collection of print and electronic materials (<http://grants.library.wisc.edu/>). GIC is open to the public. Collection users do their own research. The GIC is a cooperating collection of the Foundation Center (<http://foundationcenter.org/>), an independent national service organization, headquartered in New York that is the "nation's leading authority on philanthropy." R.A. Smith National provides a Grants and Funding Directory (<http://www.rasmithnational.com/grants/Default.aspx>) for communities, non-profits, businesses and others seeking financial resources. The directory is comprised primarily of state of Wisconsin and federal funding programs. The directory is a single resource for approximately 250 funding programs available through nearly 100 local, state and federal agencies and organizations.

***Required Documentation and Attachments:*****Construction and Habitat Restoration Projects**

Activities in any grant category that involve construction or disturbance of soil, including sign post installation and invasive species control, require additional review by NOAA and documentation of potential environmental impacts. Applicants must complete the Environmental Review Checklist and provide appropriate proof of public ownership or easement.

**Environmental Review Checklist**

Providing as much documentation as possible will improve a project's chances of funding and will ensure timely approval of a project by NOAA. Site details (description, location, legal land description) and existing documentation of environmental and historic resources, such as reviews, surveys, or assessments are especially helpful.

**Data Sharing Plan**

If a project is creating any geospatial data the applicant must complete this plan to assure the data will be accessible for public use.

**Grant Application Checklist and Certification****Document Checklist**

- ☐ Completed Application  
Submit seven copies of the application form and all supporting attachments to the Wisconsin Coastal Management Program, 101 E. Wilson St., 9th Floor, P.O. Box 8944, Madison, WI 53708-8944, postmarked by November 3, 2017.  
Do NOT bind the application with a ring binder or use a report cover.
- ☐ Electronic submittal  
Submit the *Grant Application Form* only in Microsoft® Word (.doc) format by email to [coastal@wisconsin.gov](mailto:coastal@wisconsin.gov) or by mailing a CD/flash drive to Wisconsin Coastal Management Program postmarked by November 3, 2017. Do NOT use .pdf (Acrobat) format for the grant application form.
- ☐ Signed Certification Statement (**one original only**).

**Documentation for Construction and Habitat Restoration Projects**

- ☐ Environmental Review checklist (attached form). Include all documentation listed in the checklist. *Please only send one copy.*
- ☐ Site photographs. *Seven copies attached to the application form.*
- ☐ Technical documentation (site plan, building plans, etc.) *Seven copies attached to the application form.*
- ☐ Preliminary engineering report. (Projects over \$100,000 must provide a full detailed Preliminary Engineering Report, including all pertinent technical information.) *Seven copies attached to the application form.*
- ☐ Title Opinion or Affidavit of Public Ownership (see attached suggested form). *Please only send one copy.*
- ☐ Additional existing documentation from completed environmental and historical/cultural resources reviews, such as Phase 1 Environmental Site Assessment, Section 106 SHPO review, etc.

**Documentation for Projects that create environmental geospatial data (GIS data, monitoring data, etc.)**

- ☐ Data Sharing Plan (attached form). *Please send one copy.*

**Documentation for Acquisition Projects (please only send one copy of each)**

- ☐ Environmental Review checklist (attached form). Include all documentation listed in the checklist.
- ☐ Certified copy of a resolution expressing the intent of the local unit of government to acquire interest in the land or real property.
- ☐ Independent appraisal pursuant to federal guidance, including descriptions of existing easements and encumbrances.
- ☐ Affidavit of intent to purchase (see attached suggested form).

**Certification**

I certify that all statements in this application, including all requested supplemental information, are true, complete and accurate to the best of my knowledge.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Title\_\_\_\_\_

**Environmental Review Checklist for Construction and Habitat Restoration Projects**

<b>Project Objectives (check all that apply):</b>  <input type="checkbox"/> Preservation or restoration  <input type="checkbox"/> Redevelopment of deteriorating or underused urban waterfronts  <input type="checkbox"/> Providing public access to coastal areas  <input type="checkbox"/> Development of process for aquaculture	<b>Project Uses (check all that apply):</b>  <input type="checkbox"/> Fee simple or other interest in land  <input type="checkbox"/> Low-cost construction projects  <input type="checkbox"/> Revitalize urban waterfronts-piers  <input type="checkbox"/> Revitalize urban waterfronts-shoreline stabilization  <input type="checkbox"/> Revitalize urban waterfronts-pilings  <input type="checkbox"/> Designs and other reports, including aquaculture process  <input type="checkbox"/> Educational, and other management costs, including aquaculture process
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**1. Project Description:**

Describe the project and detailed project location (Town, Range Section, 1/4 section; latitude-longitude; street address).

<b>2. Public Benefit</b>			
a.	The project (or acquisition) will be located on a property that is publicly owned or accessible via a publicly-held easement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	The project will be for public benefit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	The project will not improve private property and/or result in private or commercial gain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer to subpart of 2 No, the project is not eligible or section 306A funding.			
d.	The applicant will need to secure a deed, easement, or lease to conduct the project (i.e., because applicant does not own the property).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer to 2d is Yes, attach a copy of the easement or lease to this checklist and answer the following; if No, go on to 2e.			
What is the term of the easement or lease (provide date of expiration or specify if in perpetuity)? _____			
The easement or lease contains a reversionary clause.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e.	The project will be open to the general public	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer to 2e is No, the project is not eligible for section 306A funding unless access is to be limited for a legitimate reason, such as public safety, resource protection, or scientific research. Attach an explanation for why the project will not be open to the public and describe the public benefits that would be provided by the project in the absence of public access.		<input type="checkbox"/> Public Safety <input type="checkbox"/> Resource Protection <input type="checkbox"/> Scientific Research <input type="checkbox"/> Other	
f.	The public will be charged a user fee to access the proposed project.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer to 2f is Yes, attach an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.			
<b>3. Involvement of Non-Profit Organizations</b>			
The applicant will contract with a non-profit organization to complete part or this entire project.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer to 3 is Yes, the name of the organization is: _____			
<b>4. Part A - Supporting Documentation for Low-Cost Construction Projects (if your project is land acquisition, skip to Part B):</b>			
a.	A title opinion, title insurance commitment/certificate, or affidavit showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years) is attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	A site plan is attached to application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	A site location map is attached to application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Skip Part B - Go on to 5.)			

<b>Part B - Supporting Documentation for Land Acquisition Projects:</b>  a. A title opinion or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller and is free of encumbrances that could affect the future viability of the property in its intended use is attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
b. Applicant has obtained an independent appraisal of the fair market value for the property to be purchased.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. National Historic Preservation Act and State Historic Preservation Office's (SHPO's) Clearance:</b>  The project will affect sites listed or eligible to be listed on the Wisconsin Historical Society's National Register of Historic Places or a similar State registry.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. Flood Disaster Protection Act, Executive Order 11988 Floodplain Management, and the National Flood Insurance Program:</b> a. The project involves construction <i>or</i> land acquisition for construction.  (If the answer to 6a is no, go on to 7)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. The project is located in a Special Flood Hazard Area (e.g., Zones A, AE or A1-30, AH, AO, AR, A99, Coastal A, V, VE or V1-30) shown on a National Flood Insurance Program (NFIP) Flood Insurance Rate Map.  If the answer to 6b is Yes, the zone(s) is: _____  Information is generally available from local community planning or building permit departments. Flood Insurance Rate Maps are also available at <a href="https://msc.fema.gov">https://msc.fema.gov</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. The applicant community in which the project is located participates in the NFIP.  If the answer to 6c is No, the project is not eligible for section 306A funding.  A list of participating communities is available at <a href="https://www.fema.gov/cis/WI.html">https://www.fema.gov/cis/WI.html</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. Endangered Species Act:</b>  a. There are known listed threatened or endangered plant or animal species or their critical habitat (as defined by the Endangered Species Act) that are under the jurisdiction of the National Marine Fisheries Service (NMFS) or U.S. Fish and Wildlife Service (USFWS) on the proposed project site.  If the answer to 7a is Yes, attach a list of the species and/or their critical habitats as listed on the Endangered Species Webpage at <a href="http://www.fws.gov/endangered/">http://www.fws.gov/endangered/</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. The proposed project may have adverse effects on species listed or proposed for listing as endangered or threatened or on their designated critical habitats.  If the answer to 7b is Yes, attach a description of the species and/or habitats affected, the adverse effects (minor and significant effects), and any coordination or communication that has occurred between the applicant and the USFWS or NMFS.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>8. National Environmental Policy Act (NEPA):</b>			
a. The proposed project may significantly affect the quality of the human environment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. The proposed project involves unresolved conflicts concerning alternative uses of available resources.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. This action may have significant adverse effects on public health and safety.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. This action may have highly controversial effects to the human environment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. This action may have highly uncertain and potentially significant environmental effects or involve unique or unknown risks.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. The project may have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g. The project's effects may be individually insignificant, but their addition to effects from existing and reasonably foreseeable actions may result in cumulatively significant impacts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If the answer to any one subpart of 8 is Yes, then additional NEPA review and documentation may be required. Attach a description of the resource(s) affected, the nature and scope of the effects, and information explaining why the applicant believes an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) should not be required.</p>			
<b>9. Environmental Justice:</b>			
The project will have disproportionately high and adverse human health or environmental effects on minority or low-income populations.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>10. Coastal Nonpoint Pollution Control Program</b>			
The project will employ best management practices as appropriate in conformance with the State Nonpoint Pollution Control Program.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. Americans with Disabilities Act (ADA):</b>			
The proposed project will be accessible to people with disabilities.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If the answer to 11 is No, attach an explanation for how the project meets ADA requirements.</p>			
<b>12. State and Local Laws:</b>			
The project is consistent with applicable state and local laws.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If the answer to 12 is No, the project will not be approved.</p>			
<b>13. Tribal Interests:</b>			
a. The project is located on or will affect Tribal lands.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. The project is consistent with applicable tribal laws.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If the answer to any subpart of 13 is No, the project will not be approved.</p>			
<b>14. Required Permits</b>			
<p>Please list or attach local, state, tribal or federal permits required for this project and the status of the permits.</p>			

**Title Opinion**

\_\_\_\_\_  
Date

RE: \_\_\_\_\_

\_\_\_\_\_  
Project name on Grant Application

I hereby certify that I am a member in good standing of the bar of \_\_\_\_\_ (state) and have been requested to determine record ownership for the parcel(s) of property on which the above-referenced project will be constructed, \_\_\_\_\_ (name or brief description of land). After thoroughly examining the public land records or other appropriate records in accordance with the laws of \_\_\_\_\_ (state), I hereby certify that record title to the parcel is held by \_\_\_\_\_ in (check one)

\_\_\_\_ fee simple absolute

\_\_\_\_ other (specify) \_\_\_\_\_

I have determined that there are (check one)

\_\_\_\_ no easements or other encumbrances on the property.

\_\_\_\_ easements or other encumbrances on the property (list below or attach a list).

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Bar Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Affidavit of Public Ownership for Construction and Habitat Restoration Projects**

I \_\_\_\_\_ solemnly affirm upon personal knowledge that the following statements are true:  
(print name of official)

I being first and duly sworn state that:

1. **[Customize this paragraph]** *Official must state what his/her title is and what authority he/she has to say that the property is publicly owned.*
2. **[Customize this paragraph]** *Official must state that the property is owned or leased by the state or local government (in accordance with OCRM's CZMA Section 306A Guidance, February 1999) and there are no encumbrances on the property that interfere with the proposed section 306A project.*

Signed \_\_\_\_\_  
(name of official)

Subscribed and affirmed before me this day \_of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

Notary Public

\_\_\_\_\_  
My Commission expires:

**Affidavit for Land Acquisition Projects**

I \_\_\_\_\_ solemnly affirm upon personal knowledge that the following statements are true:  
(print name of official)

I being first and duly sworn state that:

3. **[Customize this paragraph]** *Official must state what his/her title is and what authority he/she has to say that the property will be publicly owned.*
4. **[Customize this paragraph]** *Official must state that through the use of these funds the property will be owned or leased by the state or local government (in accordance with OCRM's CZMA Section 306A Guidance, February 1999) and there are no encumbrances on the property that interfere with the proposed section 306A project.*

Signed \_\_\_\_\_  
(name of official)

Subscribed and affirmed before me this day \_of \_\_\_\_\_ (month),  
\_\_\_\_\_(year).

Notary Public

Signed \_\_\_\_\_  
(name of notary)

My Commission expires: \_\_\_\_\_

Notary Stamp/Seal:

### **Sample Data Sharing Plan**

1. Types of environmental data and information to be created during the course of the project:

LiDAR data will be collected over Asateague Island to provide highly accurate and current elevation points that will enable the creation of a digital elevation model. This digital elevation model will be compared to previous models to determine changes and then used to develop safer and more resilient park facilities.

2. The type of collection method (e.g. flight lines): We plan to contract with a private sector photogrammetric firm for airborne data acquisition over study area.

3. Tentative date by which data will be shared: The 'raw' point cloud LAS file will be shared with NOAA OCM immediately and the final DEM file will be posted to the State's public-facing web mapping service within two months of the final acceptance of the data. FGDC- CSDGM compliant metadata will be posted with the data.

4. Standards to be used for data/metadata format and content: The contractor will be responsible for meeting or exceeding the latest version of the USGS/NDEP LiDAR Standard.

5. Policies addressing data stewardship and preservation. We will leave the data on the (insert name) website for at least three years. During that time period, we will ask NOAA if they have interest/resources for archiving the data and work with them as needed. If they do not have interest in archiving the data to provide for national access, we will arrange for data preservation at our State Archives.

6. Procedures for providing access to data and prior experience in publishing such data: We have not had experience sharing data in the past. We will use our \_\_\_State Clearinghouse or \_\_\_the GIS Inventory to document the data. We will work with \_\_\_our State GIS Coordination Office or \_\_\_NOAA OCM to provide data access via the Digital Coast.